OFFICE OF THE UNIVERSITY ARCHITECT

GMP SUBCONTRACT DISTRIBUTION CHANGE ORDER IN OAKSCI

This is a workflow that is restricted to changes with no monetary or time impact and no scope of work changes. It is designed to only redistribute funds on the Schedule of Values. No actual change order has to be printed or signed as this is just a redistribution of funds.

**Note:** Contractor must have all of their needed Subcontractor/Suppliers approved under the Subcontractor/Supplier Declaration. **These must be approved before this change order can be started.**

**Step One:** Contractor will go to Logs – Change Orders.

- Click on Create and pick KSU GMP Subcontractor Distribution.
- The title for this distribution should be a clear description of what the change order entails. (Example: Electrical Work)
- At Contract Reference, click on the dark rectangle to find the contract. Highlight it and hit Select.
- A DETAILED Description and Justification must be entered.
- Fill in the Contract Days Changed and Total Amount. They should both be ZERO!
- Construction Manager will go to Line Item List and click on Add. A new box will appear.

- Contractor will click on Line Item List.
If doing a **deduct** change line, pick **REFERENCE**, choose the line on your existing SOV that you are reducing (this will be the **Subcontractor Work Allowance** line, put in the dollar amount as negative. Add a short description. While a change order with a deduct line is in process, the system will prevent you from preparing a pay request.

- When adding the subcontractor’s work lines, **SKIP** Reference and go straight to **WBS Code**. Start typing the description of the WBS Code or the WBS Code itself. A drop down will appear with choices, highlight the correct code and hit Enter. Add a short description and put in the amount.
- If the work is being performed by a subcontractor/supplier, select them onto the form.
- Click OK.

**Hit Send, Workflow Actions is Submit**, then **Send**. This goes to the Associate/Project Manager for review.

**Note**: Go to Page Five to see how to Import the SOV lines.

**Step Two**: Associate/Project Manager will Accept the task.

- Associate will check that the title, Description of Work and Justification of Work are clear and concise. If needed, they will add more information into any of these fields.
- Associate will number the change order (*see instructions for Change Order numbering.*)
- Associate will review that the proper WBS codes have been chosen by the Contractor.
- Associate will make sure that the Deduct line has a number under Reference and the work lines that are Positive have a 0 in the Reference section.
- **Hit Send, Workflow Actions is Accept**, then **Send**. This goes to the Project Manager for approval.

**Step Three:** Project Manager will Review.

- Project Manager will Accept the task.
- Project Manager will review the Title and Justification, and if needed, make changes.
- Will check the WBS codes.
- Will enter a Change Order Basis (GMP Subcontract Distribution). This will be the only choice.
- **Hit Send, Workflow Actions is Recommend Approval**, then **Send**. This goes to the Contractor for Acceptance.

**Step Four:** Contractor will **Accept** the Task.

- There is no need to print a change order as there is no monetary value to this change order as the monies are just being moved from one line to multiple lines.
- **Hit Send, Workflow Actions is Sign Change Order**, then **Send**. This goes to Project Accounting for Validation.

**Step Five:** Project Accounting will Accept the task.

- Checks Change Order details (SOV lines).
- Checks that the amount declared on the Subcontractor/Supplier Declaration matches the amounts listed on this distribution.
- **Hit Send, Workflow Actions is Validate**, then **Send**. This goes to the Director for approval.

**Step Six:** Director will Accept the task.

- Reviews the business process – if he has questions, he will send back as a **Return for Clarification** and it will go to the Project Manager.
- **Hit Send, Workflow Actions is Approve**, then **Send**. This goes to the Project Accounting for Funding Certification.

**Note:** The Contractor will now be able to bill for the items on this distribution.

**To Add WBS Codes using the Import Feature:**

- **Step One:** Request the CMR WBS Code Template from the Office of the University Architect. Save this document in a location you will be able to find easily on your computer. My Documents is usually the best place. This will be the same document you requested when entering the Schedule of Values.
The document will be titled, M140-02-CI-Contract_SOV_Import_Template_OCT18.xlsm

Step Two: If you have Excel 2003, a popup will prompt you to Enable Macros. In Excel 2007, an information bar (as seen in picture above) will appear, click on Options and select Enable this Content.

Step Three: Start entering the subcontractor/supplier work in the Excel spreadsheet. You can only enter the work that is being performed. Entering the deduct line from the Subcontractor Work Allowance line will come later.

- Find the appropriate WBS Codes and add a short description (up to 50 characters). This line is very important, as whatever you insert here will show up on your pay request.
- When adding subcontractor/supplier names, they must match EXACTLY what you have entered in the OAKS declaration.
- Leave unused rows empty. DO NOT DELETE.

Note: You may need to use the same WBS Code more than once. So, insert and copy the ENTIRE LINE.

Step Four: Click on the Prepare Interface File.

- The screen will flicker as the interface file is created. You should get a message saying the process is complete. Click Ok.
A new file will be created titled OAKS CI Contract SOV Template for CM-R and D-B Preconstruction 20120719.CSV

Note: This file will automatically save to the location you have the original Excel spreadsheet.

Step Five: Go into OAKSCI. Click on your project.

- Go to Logs – Change Order.
- Pick Create then pick KSU GMP Subcontractor Distribution.
- Go to the General Block.

Step Six: Click on Line Item List.

- Click on the Import button. A box will appear like you see when you upload a document.
- Click on the three dots and find the document ending in CSV. Once it is highlighted, hit Open.
- Click the Next button.
- Click on Add. The Line Item Details box should appear on the right side of the screen. Click on Reference and find the line you will be **DEDUCTING**. Hit Select, and enter the amount (**NEGATIVE**) that you will be deducting.
- The Total Amount when complete, should be ZERO.

- Go back to Step Two to complete this process.